



Personnel and Administrative Policy and Procedure

SUBJECT: Fitness/Wellness	EFFECTIVE DATE: November 15, 2007 REVIEWED: REVISED: December 2012
CATEGORY: 200 POLICY NUMBER: 200.21	CROSS REFERENCE: AFSCME contract Article 8 Additional Compensation, Section B1. Fitness/Wellness MPEA contract Article 9 Additional Compensation, Section B2. Fitness/Wellness Family Medical Leave Policy and Procedure 200.20 Payroll Reporting Policy and Procedure 400.3

Purpose: To control cost by providing employees with an incentive for maintaining their health and minimizing sick leave use.

Scope: All employees.

Policy: Employees are allowed to accrue eight (8) hours of fitness/wellness time for each calendar quarter during the fiscal year that accrued sick leave is not used. Any increment of sick leave taken, except for when on approved protected leave, such as Family Medical Leave (FMLA), Americans with Disability Act (ADA), Oregon Family Medical Leave Act (OFMLA) or Crime Victim's Leave, shall disqualify an employee from earning this benefit for that particular calendar quarter. Bereavement leave taken does not disqualify an employee from being eligible for fitness/wellness accruals.

Guidelines for Use: Once earned, fitness/wellness time can be used in a similar manner as vacation time. An employee must request and receive approval prior to using accrued fitness/wellness hours. Employees cannot have more than eighty (80) hours of fitness/wellness accrual at any time. When an employee leaves City employment, any accrued fitness/wellness time will be paid out at the employee's current rate of pay.

Procedures

1. The electronic time keeping system will track if an employee has used any sick leave during the calendar quarter. If no sick leave has been used, eight hours of fitness/wellness will be added to the employee's fitness wellness bank on the last paycheck of the month following the end of a calendar quarter.
2. If an employee is taking time off for any reason that falls under appropriate use of sick leave, it should be denoted as such on the employee's electronic timesheet.
3. If an employee is on an approved Family Medical Leave and is using accrued sick leave, the time off should be noted as "sick-fmla" on the electronic timesheet.
4. Scheduling the use of fitness/wellness time off is subject to the approval of the supervisor.

Responsibilities

Employees

- Accurately record time on their electronic timesheet.
- Request and receive approval prior to using fitness wellness hours.

Supervisors

- Review timesheets for accuracy prior to submitting to Payroll.

Payroll

- Maintain the payroll system so as to accurately record earned fitness/wellness hours.